

UNITED STATES DISTRICT COURT
US PROBATION OFFICE, EASTERN DISTRICT OF NORTH CAROLINA
Greenville, NC

- An Equal Opportunity Employer -

POSITION ANNOUNCEMENT - No. 05-03
Probation Clerk

OPENING DATE: October 21, 2005
CLOSING DATE: November 4, 2005

SALARY RANGE:
CL 23 (starting \$27,312-\$44,405)

No. Of Vacancies: 1

Promotional Potential: CL 24
Location: Greenville, NC

Description of Vacancy

The US Probation Office in Greenville is seeking qualified applicants for the permanent full-time position of Probation Clerk. This position provides secretarial/technical support for the office and officers. Incumbent will work under the supervision of the Clerk-in-Charge.

Duties and Responsibilities

Incumbent will perform general phone reception and clerical duties; use a personal computer (i.e. Word Perfect/Word, Excel); answer routine correspondence; review and prepare petitions, orders, and other court documents. Responsible for retrieving criminal record information from automated data bases; and compiling related offender investigative material. Incumbent will prepare and input statistical data, perform filing as necessary, and other duties as assigned.

Qualification Requirements

1. High school diploma/GED is required; two-year degree or higher preferred.
2. Two years of clerical experience and computer knowledge are required.
3. Must be responsible, tactful, and possess the ability to work harmoniously with others in a team-oriented work environment.
4. Must possess a thorough knowledge of spelling, punctuation, grammatical usage, have initiative, and a exceptional customer service attitude.
5. The ability to maintain confidentiality, meet and greet the public, answer phones, etc.
6. The ability to collect, analyze, compile, and report statistical data.
7. Physical and mental capacity to work under pressure and meet multiple deadlines.
8. Applicant must be a US citizen or eligible to work in the US.

Salary and Benefits

Starting salary of \$27,312 - \$44,405. Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick, and family leave; flexible benefits program; portable retirement plan with matching contributions; flexible work schedule; and a professional environment.

Application Procedures

A knowledge/skills/abilities assessment will be required of applicants considered for personal interviews. Applicants under final consideration will be subject to a background investigation to include a criminal record check and credit history information. Interview-related travel expenses must be paid by applicant. Applications are available via the Internet at: www.ncep.uscourts.gov or by phone at: 919-861-8684 or 8691. Send **a cover letter** and a **typed application form**, to: US Probation Office, Attn: Personnel, 310 New Bern Ave., Rm. 610, Raleigh, NC 27601 for *receipt by the closing date of 11/04/2005*. Resumes are NOT accepted.